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DD/A Registry

83-1243

OTE 83-6052

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FILE: 30-1

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration
Administrative Officer, DCI

FROM: [REDACTED]
Director of Training and Education

SUBJECT: Request for Approval to Incur Expenses
[REDACTED]

25X1

25X1

1. Approval is requested to incur expenses allowed [REDACTED] 25X1

2. I believe the expenditure of appropriated funds is authorized [REDACTED] for the costs of a reception and dinner in the Executive Dining Room on 17 May 1983 for the participants in the Ambassadorial Seminar. 25X1

3. Although we have not received the names of the participants from the Department of State, we expect approximately 15 newly appointed Ambassadors and three State Department officers.

4. Other U.S. Government employees present including their title and organizational affiliation will be:

John N. McMahon
Clair E. George

[REDACTED]

Deputy Director for Central Intelligence
Associate Deputy Director for Operations
Chief, Soviet/East European Division/DO
Deputy Chief, Counterintelligence Staff/DO

25X1

25X1

[REDACTED]
Special Programs Officer, Office of
Training and Education/DA
Training Assistant, Office of
Training and Education/DA

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5. I certify that the attendance of the individuals listed in paragraph 4 has been requested and is considered essential to the conduct of official Government business and further that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

6. The estimated cost of this function is \$400.

25X1

CONCUR:

Harry E. Fitzwater

Deputy Director for Administration12 MAY 1983

Date

I certify the availability of funds in the amount indicated in paragraph 6.

Signed

13 MAY 1983Budget and Fiscal Officer, DCI

Date

APPROVED:

Signed

13 MAY 1983Executive Director

Date

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Distribution:

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OTE/PD/SE mrp(10May 1983)

25X1

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ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <i>Ed/DOA</i>	<i>[Signature]</i>	11 MAY 1983
2.		
3. <i>DOA</i>	<i>[Signature]</i>	11 MAY 1983
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

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